



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Care Coordinator	
POSTING DATE	DEADLINE DATE
September 22, 2020	Until filled
POSITION LOCATION	
Lookout Mountain Community Services WINGA Gordon and surrounding counties	
GENERAL NATURE OF JOB DUTIES	
<p>Under general to limited supervision, performs care coordination for SED children and youth in local school system, DFCS, DJJ, Juvenile court and WINGA family's homes. Facilitate child and family team meetings for WINGA youth in the county assigned, and develops action plans for new youth enrolled in WINGA. Must make face to face contact weekly and provide care coordination to assigned families and team a total of 3.5 hours per week per youth assigned. Primary work schedule will be Monday- Friday 9:00 a.m. until 5:30p.m. Flexibility of schedule required to include some evening and weekends, as well as, travel between various locations a must.</p>	
MINIMUM QUALIFICATIONS	
<p>Bachelor's degree in a related field and two years of experience in social service delivery. Self-starter, ability to manage a schedule and work remotely, detail oriented, good with paperwork and deadlines, ability to engage families.</p> <p>Preferred Qualifications: Facilitation Background, ability to work remotely without an assigned office, ability to respond and Bi Lingual.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;"> Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 </p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</i></p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**